

IT IS EASY TO RESERVE A CLASS!

Please note: all classes are on a first come, first serve basis; classes may fill quickly. The Board of Elections reserves the right to cancel or combine classes due to attendance.

The Board of Elections reserves the right to deny admissions into classes if applicant does not meet course requirements. Please be prepared to have a second choice for class date and time.

Look at the calendar of dates enclosed with this brochure.

TO MAKE A RESERVATION

1. **MAIL IN** the form at the bottom of this page by August 12, 2005. (after this date, you must call in your reservation). Please fill out the form completely with your name, address and phone number.
2. **PHONE IN** your class reservation. Call 428-4550. Be prepared to give your name, address, phone number and whether you have served as an inspector before.

Mail-In Request for Class Reservations

Enclose form in an addressed, stamped envelope and mail to:

**Monroe County Board of Elections, 39 West Main Street,
Rochester, NY 14614 (Must be received by August 12, 2005)**

The Board of Elections recommends TWO class choices. You will be informed if we must schedule you in your second choice.

Name: _____

Address: _____

Phone: _____

Class Code: _____ Date: _____ Time: _____

Class Code: _____ Date: _____ Time: _____

Class Code: _____ Date: _____ Time: _____

Board of Elections **2005** **Training Guide**



MONROE COUNTY BOARD OF ELECTIONS

39 West Main St, Rochester NY 14614
(585) 428-4550

www.monroecounty.gov

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Training Course Descriptions

- ❖ Please bring a pencil or pen to all classes. Please be alert and well rested; an exam will be given at the end of all classes.
- ❖ Hands-on classes will have a maximum of 28 participants.
- ❖ Seminar classes will have a maximum of 80 participants.
- ❖ Credit for completing a class is given **ONLY** after taking the exam.
- ❖ Participants that do not successfully pass the exam will be informed by mail and asked to take additional training.
- ❖ In order to serve as an inspector, an exam must be passed prior to election day.

REQUIRED CLASSES

Inspectors must complete **EITHER** BOE 101 **or** BOE 201

BOE 101 – New Inspector Training

2.5 hours, Hands-On Training

Introduction to election processes and procedures.

Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

OR

BOE 201 – Veteran Inspector Training

2 hours, Seminar Training, Various Locations

Review of election processes and procedures.

Requirements: must have served as an inspector within the last two years.

BOE 501 – Coordinator Training (required for Coordinators)

3 hours (with break), Seminar Training

Review the role, duties and responsibilities of Coordinators.

Requirements: Must be an appointed coordinator.

OPTIONAL COURSES

Reserve a place in these courses for additional information or review. You **MUST** attend a course if invited by the Commissioners.

BOE 301 – Affidavit Ballots, Court Orders, Emergency Ballots

45 minutes, Hands-On Training; Board of Elections Service Center

Review of affidavit ballot, court orders and emergency ballot procedures. Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

BOE 302 – Election Etiquette

45 minutes, Hands-On Training; Board of Elections Service Center

Review of etiquette, including meal procedures. Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language

BOE 303 – Opening and Closing the Voting Machine

45 minutes, Hands-On Training; Board of Elections Service Center

Review procedures for opening and closing the voting machine. Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language. Features discussion by Board of Elections machine technician.

BOE 304 – Special Review Training ** By special invitation ONLY **

1.5 hours, Hands-On Training; Board of Elections Service Center

Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

BOE 401 – Chairperson Training

45 minutes, Seminar Training; Board of Elections Service Center

Review the role, duties and responsibilities of Chairpersons. Requirements: Must have been a chairperson within the last calendar year or will be a Chairperson in the upcoming year.

Pay

The Board of Elections can not guarantee you will be working on an election day. Coordinators in each town or legislative district in the City schedule inspectors. Only inspectors who work the General Election are paid for training. Inspectors are paid by the Town or City in which they serve. There is no pay for attending Optional Classes.

Classes by Class Type

BOE 101: New Inspector Training

7/27/05	Wed	6:30pm-8:30pm	Pittsford Middle School
8/16/05	Tue	6:30pm-9:00pm	Irondequoit Eastridge
8/20/05	Sat	3:30pm-6:00pm	Service Center
8/24/05	Wed	12:00pm-2:30pm	Edgerton
9/3/05	Sat	9:30am-12:00pm	Service Center
9/3/05	Sat	1:00pm-3:30pm	Service Center
9/6/05	Tue	9:30am-12:00pm	Central Library
9/6/05	Tue	1:00pm-3:30pm	Central Library
9/10/05	Sat	3:30pm-6:00pm	Service Center
9/22/05	Thu	6:30pm-9:00pm	Penfield Community Center
9/28/05	Wed	6:30pm-9:00pm	Chili Town Hall
10/1/05	Sat	9:30am-12:00pm	Service Center
10/1/05	Sat	1:00pm-3:30pm	Service Center
10/5/05	Wed	6:30pm-9:00pm	Greece Town Hall
10/15/05	Sat	12:00pm-2:30pm	Service Center
10/15/05	Sat	3:30pm-6:00pm	Service Center
10/27/05	Thu	12:30pm-2:30pm	Central Library
11/5/05	Sat	3:30pm-6:00pm	Service Center

BOE 201: Veteran Inspector Training

7/27/05	Wed	12:30pm-2:30pm	Pittsford Middle School
7/27/05	Wed	3:30pm-5:30pm	Pittsford Middle School
7/28/05	Thu	9:30am-11:30am	Pittsford Middle School
7/28/05	Thu	12:30pm-2:30pm	Pittsford Middle School
7/28/05	Thu	3:30pm-5:30pm	Pittsford Middle School
8/8/05	Mon	12:30pm-2:30pm	Ogden Town Hall
8/8/05	Mon	3:30pm-5:30pm	Ogden Town Hall
8/8/05	Mon	6:30pm-8:30pm	Ogden Town Hall
8/11/05	Thu	9:30am-11:30am	Central Library
8/11/05	Thu	12:30pm-2:30pm	Central Library
8/16/05	Tue	12:30pm-2:30pm	Irondequoit Eastridge
8/16/05	Tue	3:30pm-5:30pm	Irondequoit Eastridge
8/17/05	Wed	12:30pm-2:30pm	Irondequoit Eastridge
8/17/05	Wed	3:30pm-5:30pm	Irondequoit Eastridge
8/17/05	Wed	6:30pm-8:30pm	Irondequoit Eastridge
8/20/05	Sat	9:30am-11:30am	Service Center
8/20/05	Sat	12:30pm-2:30pm	Service Center
8/24/05	Wed	3:30pm-5:30pm	Edgerton
8/24/05	Wed	6:30pm-8:30pm	Edgerton
8/27/05	Sat	9:30am-11:30am	Service Center
8/27/05	Sat	12:30pm-2:30pm	Service Center
9/1/05	Thu	9:30am-11:30am	Central Library
9/1/05	Thu	12:30am-2:30pm	Central Library
9/3/05	Sat	4:30pm-6:30pm	Service Center
9/10/05	Sat	9:30am-11:30am	Service Center
9/10/05	Sat	12:30pm-2:30pm	Service Center
9/21/05	Wed	9:30am-11:30am	Penfield Community Center
9/21/05	Wed	12:30pm-2:30pm	Penfield Community Center
9/21/05	Wed	3:30pm-5:30pm	Penfield Community Center
9/22/05	Thu	12:30pm-2:30pm	Penfield Community Center
9/22/05	Thu	3:30pm-5:30pm	Penfield Community Center
9/28/05	Wed	12:30pm-2:30pm	Chili Town Hall
9/28/05	Wed	3:30pm-5:30pm	Chili Town Hall
9/29/05	Thu	9:30am-11:30am	Chili Town Hall
9/29/05	Thu	12:30pm-2:30pm	Chili Town Hall
9/29/05	Thu	3:30pm-5:30pm	Chili Town Hall
10/3/05	Mon	3:30pm-5:30pm	Irondequoit Camp Eastman
10/3/05	Mon	6:30pm-8:30pm	Irondequoit Camp Eastman

BOE 201: Veteran Inspector Training (continued)

10/5/05	Wed	12:30pm-2:30pm	Greece Town Hall
10/5/05	Wed	3:30pm-5:30pm	Greece Town Hall
10/6/05	Thu	12:30pm-2:30pm	Greece Town Hall
10/6/05	Thu	3:30pm-5:30pm	Greece Town Hall
10/6/05	Thu	6:30pm-8:30pm	Greece Town Hall
10/11/05	Tue	3:30pm-5:30pm	Sweden Town Hall
10/11/05	Tue	6:30pm-8:30pm	Sweden Town Hall
10/12/05	Wed	3:30pm-5:30pm	Webster Library
10/12/05	Wed	6:30pm-8:30pm	Webster Library
10/25/05	Tue	9:30am-11:30am	Central Library
10/25/05	Tue	12:30pm-2:30pm	Central Library
10/27/05	Thu	9:30am-11:30am	Central Library
10/29/05	Sat	9:30am-11:30am	Service Center
10/29/05	Sat	12:30pm-2:30pm	Service Center
11/5/05	Sat	9:30am-11:30am	Service Center
11/5/05	Sat	12:30pm-2:30pm	Service Center

BOE 301: Affidavit Ballots, Court Orders, Emergency Ballots

8/23/05	Tue	1:00pm-1:45pm	Service Center
8/23/05	Tue	2:30pm-3:15pm	Service Center
9/19/05	Mon	1:00pm-1:45pm	Service Center
9/19/05	Mon	2:30pm-3:15pm	Service Center
10/18/05	Tue	1:00pm-1:45pm	Service Center
10/18/05	Tue	2:30pm-3:15pm	Service Center

BOE 302: Election Etiquette

10/26/05	Wed	1:00pm-1:45pm	Service Center
10/26/05	Wed	2:30pm-3:15pm	Service Center

BOE 303: Opening & Closing the Voting Machine

10/1/05	Sat	4:00pm-4:45pm	Service Center
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BOE 304: Special Review Training			
9/8/05	Thu	6:00pm-7:30pm	Service Center
10/15/05	Sat	9:30am-11:00am	Service Center
11/1/05	Tue	12:30pm-2:30pm	Service Center

BOE 401: Chairperson Training

8/23/05	Tue	4:00pm-5:30pm	Service Center
8/30/05	Tue	5:30am-7:00pm	Service Center
10/26/05	Wed	5:30pm-6:15pm	Service Center

BOE 501: Coordinator Training

7/23/05	Sat	10:00am-1:00pm	Service Center
7/23/05	Sat	2:00pm-5:00pm	Service Center
8/10/05	Wed	12:00pm-3:00pm	Brighton Town Hall
10/30/05	Sun	2:00pm-5:00pm	Service Center

Dear Inspector:

Every year we try to improve our training. This Training Guide lists the various classes we are offering this year and the dates and times the classes will be held. As with 2004, **ALL Inspectors MUST attend training this year.** **Reservations are required for ALL training classes.**

There is a maximum allowance of **80** inspectors per seminar class and **28** for hands-on classes. Reservations are on a first come, first serve basis (we recommend you think of TWO dates before you call). **Please use the mail-in form on the back cover of this Training Guide or call 428-4550.**

If you call, your class reservation may be handled by any Board of Elections employee. Please be patient: reservations might take 3 or 4 minutes. Please DO NOT call Peter or Nancy to make class reservations; voice mail reservations will NOT be honored.

While attending training does not guarantee that you will be working on Election Day, it does make it more likely that your coordinator will schedule you to work. *Please call your coordinator to see if you will likely be working.*

Primary Election Day is Tuesday, September 13th. Polling locations will be open from 12:00 P.M. to 9:00 P.M. Election Inspectors must report at their assigned location at 11:30 A.M. **Scheduling for the Primary Election will occur in late July and August. Please call your Coordinator if you are not contacted.**

General Election Day is Tuesday, November 8th. All polling locations will be open from 6:00 A.M. to 9:00 P.M. Election Inspectors must report at their assigned location at 5:30 A.M. **Scheduling for the General Election will occur by October. Please call your Coordinator if you are not contacted.**

2005 Inspector Training Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI	SATURDAY
					1	2
3	Independence Day 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					Coordinator Training Service Center 501: 10:00am 501: 2:00pm	
24	25	26	Pittsford Middle School 201: 12:30-2:30 201: 3:30-5:30 201: 6:30-8:30	Pittsford Middle School 201: 9:30-11:30 201: 12:30-2:30 201: 3:30-5:30	28	30
31	1	2	3	4	5	6
7	Ogden Town Hall 201: 12:30-2:30 201: 3:30-5:30 201: 6:30-8:30	8	9	Coordinator Training Brighton Town Hall 501: 12:00pm	11	12
14	15	16	17	18	19	20
		Irondequoit Eastridge 201: 12:30-2:30 201: 3:30-5:30 201: 6:30-9:00	Irondequoit Eastridge 201: 12:30-2:30 201: 3:30-5:30 201: 6:30-8:30			Service Center 201: 9:30-11:30 201: 12:30-2:30 201: 3:30-6:00
21	22	301: 1:00, 2:30 401: 4:00	23	Edgerton 101: 12:00-2:30 201: 3:30-5:30 201: 6:30-8:30	25	26
						Service Center 201: 9:30-11:30 201: 12:30-2:30
28	29	401: 5:30	30	31	1	2
					Central Library 201: 9:30-11:30 201: 12:30-2:30	Service Center 101: 9:30-12:00 101: 1:00-3:30 201: 4:30-6:30

Ogden Town Hall: 269 Ogden Center Rd
 Irondequoit Eastridge HS: 2350 E. Ridge Rd
 Irondequoit Camp Eastman Conference Center: Lakeshore Blvd
 BOE Service Center: 2595 Brighton-Henrietta Town Line Rd
 Edgerton Recreation Center, Stardust Ballroom: 41 Backus St
 Central Library, Bausch & Lomb Building, Gleason Auditorium: 115 South Ave
 Penfield Community Center: 1985 Baird Rd
 Chili Town Hall: 3333 Chili Ave
 Greece Town Hall: One Vince Tofany Blvd
 Webster Library: 980 Ridge Rd
 Sweden Town Hall: 18 State St, Brockport
 Pittsford Middle School: 75 Barker Rd

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI	SATURDAY
4	5	6	7	8	9	10
	Labor Day	Central Library 101: 9:30-12:00 101: 1:00-3:30		304: 6:00		Service Center 201: 9:30-11:30 201: 12:30-2:30 101: 3:30-6:00
11	12	PRIMARY	13	14	15	16
18	19	20	21	22	23	24
	301: 1:00, 2:30		Penfield Comm Cntr 201: 9:30-11:30 201: 12:30-2:30 201: 3:30-5:30	Penfield Comm Cntr 201: 12:30-2:30 201: 3:30-5:30 101: 6:30-9:00		
25	26	27	28	29	30	1
			Chili Town Hall 201: 12:30-2:30 201: 3:30-5:30 101: 6:30-9:00	Chili Town Hall 201: 9:30-11:30 201: 12:30-2:30 201: 3:30-5:30		Service Center 101: 9:30-12:00 101: 1:00-3:30 303: 4:00
2	3	4	5	6	7	8
	Irondequoit Camp Eastman Conference Center 201: 3:30-5:30 201: 6:30-8:30		Greece Town Hall 201: 12:30-2:30 201: 3:30-5:30 101: 6:30-9:00	Greece Town Hall 201: 12:30-2:30 201: 3:30-5:30 201: 6:30-8:30		
9	10	11	12	13	14	15
	Columbus Day	Sweden Town Hall 201: 3:30-5:30 201: 6:30-8:30				Service Center 304: 9:30-11:00 101: 12:00-2:30 101: 3:30-6:00
16	17	18	19	20	21	22
		301: 1:00, 2:30	Webster Library 201: 3:30-5:30 201: 6:30-8:30			
23	24	25	26	27	28	29
		Central Library 201: 9:30-11:30 201: 12:30-2:30	302: 1:00, 2:30 401: 5:30	Central Library 201: 9:30-11:30 101: 12:30-3:00		Service Center 201: 9:30-11:30 201: 12:30-2:30
30	31	1	2	3	4	5
Coordinator Training Service Center 501: 2:00			304: 12:30-2:30			Service Center 201: 9:30-11:30 201: 12:30-2:30 101: 3:30-6:00
6	7	8	9	10	11	12
		GENERAL				

101: New Inspector Training (various locations)
 201: Veteran Inspector Training (various locations)
 301: Affidavit Ballots (Service Center)
 302: Election Etiquette (Service Center)
 303: Opening & Closing the Voting Machine (Service Center)
 304: Special Review (Invitation Only) (Service Center)
 401: Chairperson Training (Service Center)